

**MDHHS
REQUIREMENTS****Upon Case
Assignment**

When a case is assigned to a private agency foster care (PAFC) provider, the Michigan Department of Health and Human Services (MDHHS) must:

- Complete the DHS-3600, Individual Service Agreement.
- Ensure Medicaid is open.
- Request child's birth certificate.

Note: When child is born out of state, a request for payment must also be made; see [FOM 910, Obtaining Vital Records](#).

- Verify child's Social Security number.
- Complete the initial title IV-E funding determination.
- Assign the case to the identified PAFC provider in MiSACWIS immediately, but not later than one business day following the effective date of the DHS-3600, Individual Service Agreement.

**Ongoing Case
Responsibilities**

- Review all payments for eligibility and approve or route to supervisor, as appropriate.
- Communicate with MI Enrolls regarding child's case specific information and any necessary changes, as needed.
- Receive requests through the MiSACWIS closure process. Review and ensure requirements are met and forward to supervisor for final closure.
- Complete Law Enforcement Information Network (LEIN) and central registry clearances, no later than five business days from the PAFC provider's request. Communicate verified results to the PAFC provider as allowable; see [SRM 700, Law Enforcement Information Network \(LEIN\)](#).

Note: For emergency placement changes, clearances must be completed and communicated immediately.

- Obtain required signatures for Interstate Compact on the Placement of Children (ICPC) referrals, forward signed referrals to the Michigan Interstate Compact Office, and communicate placement approval or denial to the PAFC provider upon notification by the Interstate Compact Office; see [ICM 130, Interstate Foster Care Procedures](#).
- Maintain the foster care case file; see, [FOM 722-05, Case Record/Case File Contents](#).
- Complete title IV-E reimbursability determinations annually, or more frequently as needed; see [FOM 902, Funding Determinations and Title IV-E Eligibility](#).
- Review waiver requests and route for approval; see [FOM 722-03B, Relative Engagement and Placement](#).
- Review placement exception requests and residential placement exception requests and route for approval; see [FOM 722-03, Placement Selection and Standards](#).
- Forward copies of court orders to the PAFC provider within three business days of receipt.

Attendance at Court Hearings

The MDHHS monitoring caseworker is not required to attend court hearings unless ordered to do so by the court.

Absent Without Legal Permission (AWOLP) Diligent Search Efforts

See [FOM 722-03A, Absent without Legal Permission \(AWOLP\)](#) for AWOLP procedures.

Foster Care Transitional Medicaid Referrals

See [FOM 803, Medicaid - Foster Care](#).

Referral to Adoption

The order terminating parental rights must be entered into MiSACWIS and the adoption referral must be made no later than five business days from receipt of the court order; see [ADM 210, Referral to Adoption](#).

**Identification of
Contractual
Concerns**

Instances of contract non-compliance that cannot be resolved by the MDHHS monitoring caseworker must be brought to the attention of the MDHHS supervisor. If the supervisor is unable to resolve the issue(s), the situation must be escalated to the next highest level of supervision.

If necessary, this process is to continue through administrative channels to the MDHHS Division of Child Welfare Licensing.

**Case Review
Activities**

MDHHS will review ten percent of the total purchased cases as of the first calendar day of the month. Selected cases must be reviewed by the last business day of the month. The MDHHS monitoring caseworker must enter information gathered from the case reviews into the electronic data collection tool by the fifth business day of the following month. The MDHHS monitoring caseworker must request the link to the data collection tool from Child Welfare Services and Support. All requests must be submitted to MDHHS-CWSS@michigan.gov.

The MDHHS-5626, Foster Care Case Review Process and Tool, is an optional tool that contains further instructions, MiSACWIS navigation paths, and all of the questions contained in the electronic data collection tool. This document is intended to supplement the electronic data collection tool and must **only** be used as a guide to assist with information gathering. The electronic data collection tool must be used to submit information to Child Welfare Services and Support.